



Release of Motor Vehicle Records

Montana Driver Privacy Protection Act

Fee – See Section 4

Office Use Only

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For purposes of this document, "motor vehicle" includes all passenger cars, trucks, trailers, campers, off-highway vehicles, snowmobiles and boats/vessels/personal watercraft.

1. Requested Information:

- ☐ A. Your motor vehicle, complete history (registration, title, odometer, etc.) -- complete Sections 3, 4 and 5.
- ☐ B. Your motor vehicle, registration history only -- complete Sections 3, 4 and 5.
- ☐ C. Your motor vehicle, current information -- complete Sections 3, 4 and 5.
- ☐ D. Another person's motor vehicle, complete history (registration, title, odometer, etc.) -- complete "Intended Use" and Sections 2, 3, 4 and 5.
- ☐ E. Another person's motor vehicle, registration history only -- complete "Intended Use" and Sections 2, 3, 4 and 5.
- ☐ F. Another person's motor vehicle, current information -- complete "Intended Use" and Sections 2, 3, 4 and 5.
- ☐ G. Volume record request -- complete "Intended Use" and Sections 2, 4, 5 and 6.
- ☐ H. Set up an Information Request (IR) account -- complete "Intended Use" and Sections 2, 5 and 7.
- ☐ I. Vehicle information only -- complete Sections 2, 3, 4 and 5.

Intended Use -- to be completed if you checked D, E, F, G or H above:

- ☐ With written consent of the individual(s) who are the subject(s) of this search. **The Personal Information Express Consent Form on the reverse side must be completed.**
- ☐ For use by a federal, state, or local government agency, including a law enforcement agency, when the information will be strictly limited to carrying out its functions.
- ☐ For use by a business or its agents, employees, or contractors in their normal course of business to: (a) verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; or (b) if the submitted information is not correct or is no longer correct, to obtain the correct information for the purposes of preventing fraud by pursuing legal remedies against or recovering on a debt or security interest against the individual.
- ☐ For use as part of a civil, criminal, administrative, or arbitral proceeding in any court or government agency or before any self-regulatory body including the service of process, an investigation in anticipation of litigation, the execution or enforcement of judgments and orders, or pursuant to an order of any court.
- ☐ For use by an insurer, insurance support agency or self-insured entity in connection with the investigation of claims, antifraud activities, ratemaking or underwriting.
- ☐ To provide notice to the owners of towed, abandoned or impounded vehicles.
- ☐ For use by a licensed private investigator or security service for any purpose authorized under Montana law.
- ☐ For any other use that is specifically related to the operation of a vehicle or public safety and that is authorized under Montana law.

2. Requestor Information:

Name of Requestor: _____
Employer/company (if applicable): _____
Mailing address: _____ City: _____ State: _____ Zip: _____
Residential address: _____ City: _____ State: _____ Zip: _____
Daytime phone #: _____ Fax #: _____ Email address (if applicable): _____

3. Search Information -- complete as much of this section as possible

Name of Vehicle owner: _____
Mailing address: _____
City: _____ State: _____ Zip: _____
License plate # and expiration date: _____
(search solely by plate # is not available)
Vehicle year and make: _____
Vehicle identification number: _____
Vehicle title #: _____
Other pertinent information: _____

4. Cost of Requested Information:

**Make checks payable to
"State of Montana"**

- ☐ Your vehicle, complete history -- \$25.00
- ☐ Another person's vehicle, complete history -- \$25.00
- ☐ Another person's vehicle, registration history -- \$6.00*
- ☐ Another person's vehicle, current information -- \$6.00*
- ☐ Volume record request -- \$600.00 set-up fee (see Section 6. for additional fees)
- ☐ Faxed -- \$3.00 for the first 5 pages, \$1.00 for each additional page (please provide your fax number in Section 2. above)

* There is no cost for the registration history or current information of **your** vehicle

Total = \$ _____

5. Certification -- this section must be notarized, or you must attach a legible copy of your state or government issued driver license, identification card or passport, none of which are expired more than 4 years.

I am aware of the "Montana Driver Privacy Protection Act", Montana Code Annotated 61-11-501 through 61-11-516, and understand the limitations placed on the use of information received from the Montana Department of Justice, Motor Vehicle Division, Title and Registration Bureau. I certify under penalty of law (Montana Code Annotated, 45-7-203, Unsworn Falsification to Authorities) that the statements made and information contained on this request are true and correct to the best of my knowledge, information and belief, and if signing for a commercial entity, I have full authority to do so.

Signature of requestor: _____
Printed name: _____ Date: _____

Notarization Required -- unless ID provided

State of _____ County of _____
Subscribed and affirmed to before me on (date) _____
by name of person appearing before me (print clearly on the next line) _____
Notary Signature _____
Printed Name _____
Title or Rank _____
Notary for the State of _____
Residing at _____
My commission expires _____ (seal)

6. Volume Record Request/Other:

Describe your request here: _____

Indicate the format desired for your extracted records:

Printing on labels is NOT provided

- ☐ Continuous 1-part, pinfeed, 14-7/8" computer paper, supplied by the Department.
- ☐ 3490 Cartridge (EBCDIC or ASCII), IBM compatible, supplied by the requestor.
- ☐ Diskettes, 3-1/2", supplied by the Department.
- ☐ CD supplied by the Department.
- ☐ FTP (file transfer protocol).

Pricing Policy Effective May 16, 2001:

1. The cost to set up your program is \$600; you must pay this fee in advance.
2. After the number of records is determined, an invoice for the additional charges will be issued. The charges are determined according to the following schedule and are IN ADDITION to the \$600 set-up fee.

<u>Selection Options</u>	<u>Paper</u>	<u>Cartridge/Diskette/CD/FTP</u>
All vehicles	\$40 per thousand records	\$30 per thousand records
Lien notices	\$35 per thousand records	\$25 per thousand records
New/used dealer sales by county	\$2 per county or \$20 for all 56 counties	
Dealer recap (new sales, all 56 counties)	\$15	
Dealer list	\$25	
Quarterly statistics report	\$15	
Fax copies	\$3 for the first 5 pages, \$1 for each additional page	

3. Those wishing file extracts (based on IDENTICAL selection options) at various times throughout a 12-month period may be offered a DISCOUNTED price.
4. Charges for special or unique requests will be determined by agreement.

NOTE: Record fields with non-standard data (for example, a misspelled vehicle make abbreviation) may not be extracted. Some information may not be current due to continuous monthly input.

**Allow a minimum of 15 days for the Department of Justice to complete the volume request.
Complex volume requests may require up to 90 days.**

7. If requesting an IR account, list all persons authorized to request and charge information to the account:

Personal Information Express Consent Form

"Express Consent" means an affirmative authorization, given in writing by a person to whom personal information pertains, that specifically allows the department to release personal information to another person, organization or entity.

I: _____
Registered owner's name -- all owners must be listed

Residing at: _____
Street City and state Zip code

Certify that:

- I am the owner of the following motor vehicle:

Year	Make/Manufacturer	Model	Identification Number	Title Number

- I give my express consent to release (check one or both of the following):

- ☐ **Personal Information** (information that identifies a person, including their name, address and telephone number).
- ☐ **Highly Restricted Personal information** (an individual's photograph or image, social security number, medical or disability information).

- Under penalty of law (**Montana Code Annotated, 45-7-203, Unsworn Falsification to Authorities**) that the statements made on this request are true and correct to the best of my knowledge, information and belief.

If motor vehicle owner is a firm or corporation, give full name

Owner's signature - this is my legal signature Date

Owner's signature - this is my legal signature (all registered owners must sign) Date